

Course Name : All Branches of Diploma in Engineering and Technology

**Course Code : CE/ME/IE/EJ/DE/ET/EX/EE/EP/CS/CR/IS/CO/CM/IF/CV/MH/FE/IU
CD/ED/EI**

Semester : Second

Subject Title : Development of Life Skills- I

Subject Code : --

TEACHING AND EXAMINATION SCHEME:

Teaching Scheme			Examination Scheme						
TH	TU	PR	PAPERS HRS	TH	TEST	PR	OR	TW	TOTAL
01	--	02	--	--	--	--	25#	25@	50

Rationale:

In today's competitive world, the nature of organizations is changing at very rapid speed. In this situation the responsibility of diploma holder is not unique. He will be a part of a team in the organization. As such the individual skills are not sufficient to work at his best.

This subject will develop the student as an effective member of the team. It will develop the abilities and skills to perform at highest degree of quality as an individual as well as a member of core group or team. Such skills will enhance his capabilities in the field of searching, assimilating information, managing the given task, handling people effectively, solving challenging problems.

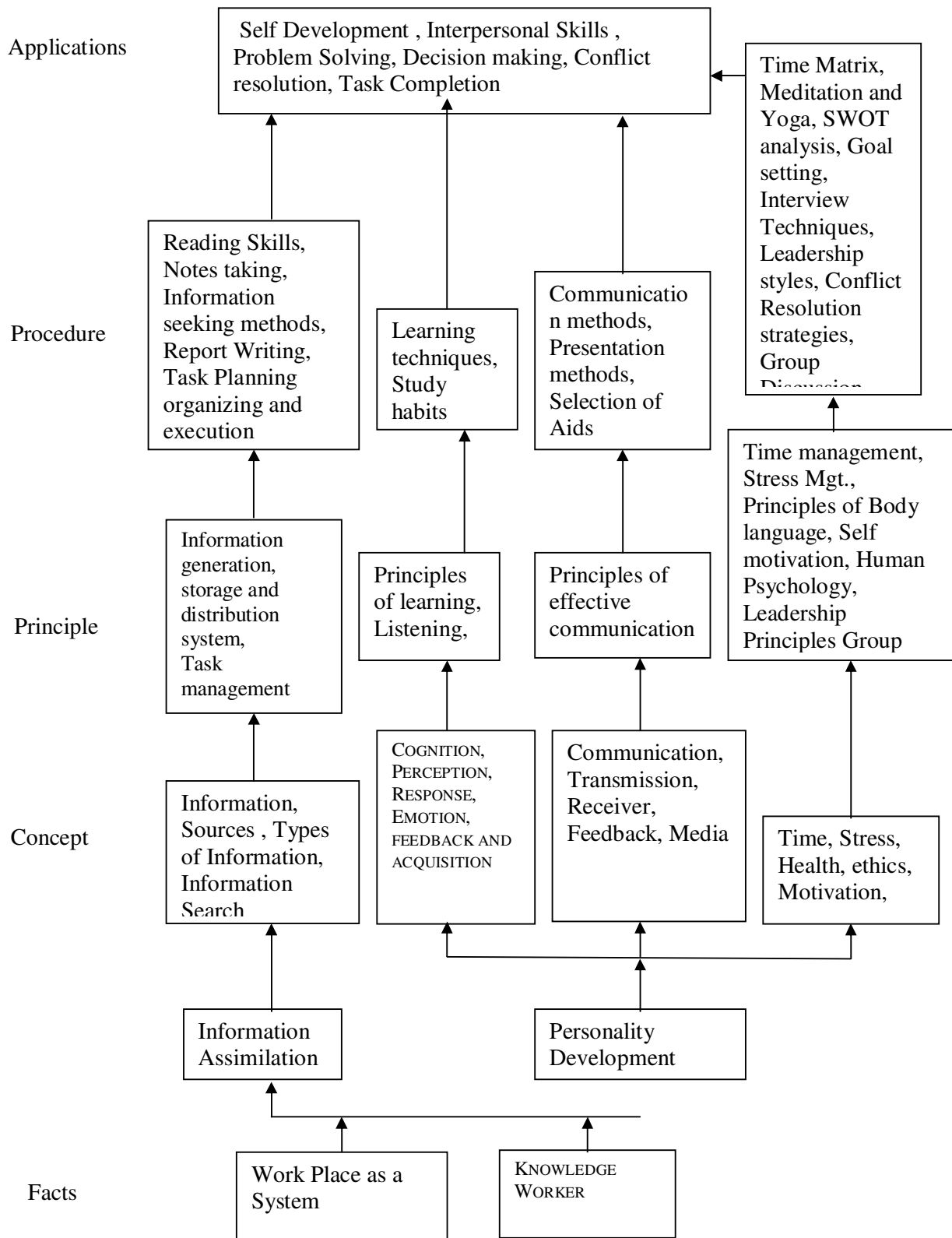
The Subject Is Classified Under Human Science.

Objectives:

The students will be able to:

1. Develop reading skills
2. Use techniques of acquisition of information from various sources
3. Draw the notes from the text for better learning.
4. Apply the techniques of enhancing the memory power.
5. Develop assertive skills.
6. Prepare report on industrial visit.
7. Apply techniques of effective time management.
8. Set the goal for personal development.
9. Enhance creativity skills.
10. Develop good habits to overcome stress.
11. Face problems with confidence.

LEARNING STRUCTURE:



Contents: Theory

Topic No	Contents	Hours
1	Importance of DLS, Introduction to subject, importance in present context ,application	01
2	Information Search Information source –Primary, secondary, tertiary Print and non - print , documentary, Electronic Information center, Library , exhibition, Government Departments. Internet Information search – Process of searching, collection of data -questionnaire , taking Interview , observation method.	02
3	Written communication METHOD OF NOTE TAKING Report writing –Concept, types and format.	01
4	Self Analysis Understanding self— Attitude, aptitude, assertiveness, self esteem, Confidence buildings. Concept of motivation.	02
5	Self Development Stress Management –Concept, causes, effects , remedies to Avoid /minimize stress. Health Management – Importance, dietary guidelines and exercises Time management- Importance, Process of time planning, Urgent Vs importance, Factors leading to time loss and ways to handle it ,Tips for effective time management. EMOTION-CONCEPT, TYPES, CONTROLLING, EMOTIONAL INTELLIGENCE. CREATIVITY-CONCEPT, FACTORS ENHANCING CREATIVITY. GOAL SETTING – CONCEPT, SETTING SMART GOAL.	07
6	Study habits Ways to enhance memory and concentration. Developing reading skill. Organisation of knowledge, Model and methods of learning.	03
Total		16

LIST OF ASSIGNMENTS:

The Term Work Will Consist Of Following Assignments.

- 1) Library search:-
Visit your Institute's Library and enlist the books available on the topic given by your teacher.
Prepare a bibliography consisting name of the author, title of the book, publication and place of
publication.
- 2) Enlist the magazines, periodicals and journals being available in your library. Select any one of
them and write down its content. **Choose a topic for presentation.**

- 3) Attend a seminar or a guest lecture, listen it carefully and note down the important points and prepare a report of the same.
- 4) Visit to any one place like historical/office/farms/development sites etc. and gather information through observation, print resources and interviewing the people.
- 5) Prepare your individual time table for a week -
 - a) List down your daily activities.
 - b) Decide priorities to be given according to the urgency and importance of the activities.
 - c) Find out your time wasters and mention the corrective measures.
- 6) Keep a diary for your individual indicating- planning of time, daily transactions, collection of good thoughts, important data, etc
- 7) Find out the causes of your stress that leads tension or frustration .Provide the ways to avoid them or to reduce them.
- 8) Undergo the demonstration on yoga and meditation and practice it. Write your own views, feeling and experiences on it.

NOTE:- THESE ARE THE **SUGGESTED ASSIGNMENTS** FOR GUIDE LINES TO THE SUBJECT TEACHER. HOWEVER THE SUBJECT TEACHERS CAN SELECT, DESIGN ANY ASSIGNMENT RELEVANT TO THE TOPIC, KEEPING IN MIND THE OBJECTIVES OF THIS SUBJECT.

Learning Resources:

Books:

Sr. No	Author	Title of the book	Publisher
1	Marshall Cooks	Adams Time management	Viva Books
2	E.H. Mc Grath , S.J.	Basic Managerial Skills for All	Pretice Hall of India, Pvt Ltd
3	Allen Pease	Body Language	Sudha Publications Pvt. Ltd.
4	Lowe and Phil	Creativity and problem solving	Kogan Page (I) P Ltd
5	Adair, J	Decision making & Problem Solving	Orient Longman
6	Bishop , Sue	Develop Your Assertiveness	Kogan Page India
7	Marion E Haynes	Make Every Minute Count	Kogan page India
8	Pearson Education Asia	Organizational Behavior	Tata McGraw Hill
9	Michael Hatton (Canada – India Project)	Presentation Skills	ISTE New Delhi
10	--	Stress Management Through Yoga and Meditation	Sterling Publisher Pvt Ltd .
11	Richard Hale, Peter Whilom	Target setting and Goal Achievement	Kogan page India
11	Chakravarty, Ajanta	Time management	Rupa and Company
12	Harding ham .A	Working in Teams	Orient Longman

Internet Assistance:

- 1) <http://www.mindtools.com>

- 2) <http://www.stress.org>
- 3) <http://www.ethics.com>
- 4) <http://www.coopcomm.org/workbook.htm>
- 5) <http://www.mapfornonprofits.org/>
- 6) <http://www.learningmeditation.com> <http://bbc.co.uk/learning/courses/>
- 7) <http://eqi.org/>
- 8) <http://www.abacon.com/commstudies/interpersonal/indisclosure.html>
- 9) <http://www.mapnp.org/library/ethics/ethxgde.htm>
- 10) http://www.mapnp.org/library/grp_cnfl/grp_cnfl.htm
- 11) <http://members.aol.com/nonverbal2/diction1.htm>
- 12) http://www.thomasarmstron.com/multiple_intelligences.htm
- 13) <http://snow.utoronto.ca/Learn2/modules.html>
- 14) <http://www.quickmba.com/strategy/swot/>